

CITY COUNCIL AGENDA REQUEST FORM

Today's date: 2 / 15 / 18

Date of meeting 2 / 21 / 18

(City Council meetings are held the 1st and 3rd Wednesday of each month.)

Name of Citizen, Organization, Elected Official, or Department Head making request:

Sarah Lynds

Address: 1123 Lake Street, Sandpoint, ID 83864

Phone number and email address: 208-263-3557/slynds@sandpointidaho.gov

Authorized by: Sarah Lynds

name of City official

City official's signature

(Department Heads, City Council members, and the Mayor are City officials.)

Subject: Treasurer's Quarterly - FY2018 1st Qtr.

Summary of what is being requested: Presentation of the Treasurer's Financial Quarterly Report for October 1, 2017 to December 31, 2017.

The following information **MUST** be completed before submitting your request to the City Clerk:

1. Would there be any financial impact to the city? ☐ Yes ☒ No

If yes, in what way? _____

2. Name(s) of any individual(s) or group(s) that will be directly affected by this action:

Have they been contacted?
Yes or No

3. Is there a need for a general public information or public involvement plan? **Yes or No**

If yes, please specify and suggest a method to accomplish the plan: ☐ Yes ☒ No

4. Is an enforcement plan needed? **Yes or No** Additional funds needed? **Yes or No**

☐ Yes ☒ No

☐ Yes ☒ No

5. Have all the affected departments been informed about this agenda item? **Yes or No**

☐ Yes ☒ No

This form must be submitted no later than 6 working days prior to the scheduled meeting. All pertinent paperwork to be distributed to City Council must be attached.

ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM

City of Sandpoint Agenda Report

DATE: February 15, 2018

TO: MAYOR AND CITY COUNCIL

FROM: Treasurer, Sarah Lynds

SUBJECT: Treasurer's Quarterly Report Review (for information only)

DESCRIPTION/BACKGROUND: Idaho Statute 50-1011 requires the Treasurer to publish quarterly financial statements on the City's website.

The quarterly report is required to show specific information.

- 1.) A full statement for each fund reflecting year to date**
- 2.) The balances of the debits and credits belonging to each category –**
 - a. Salaries**
 - b. Capital Outlay**
- 3.) A percentage comparison to the original appropriation.**

REPORT REVIEW: To highlight a few areas of the quarterly report - the fiscal year is 25% complete as of December 31, 2017 and financially speaking, our budget is in good shape. However, the construction season has not started yet and the funds associated with these are showing low capital expenditures.

EXPENSES: You will note that the general fund is 10.4% expended as a whole, but a closer look at separate categories reflects a 22.4% in personnel services; 13.4% in M&O and only .3% in Capital outlay.

Capital Projects Fund is at 52%. This fund is for capital projects only and is reflective of the prepayments for construction of work on the Schweitzer Cutoff Road.

Garbage, Water and Sewer funds are in line at 17.8%, 27.5 and 21.4% with the heavier months of usage yet to come.

REVENUES: Associated revenues received for the general fund is at 5%. You will note our largest source of revenue, property taxes, is at under 1% received. Property taxes are received monthly paid with the largest remittance in January and the second largest in July.

Franchise Fees are remitted quarterly and the first time they will be remitted in FY18 will be January 2018.

Business Licenses is at 83% and is what we would expect to see at this time of year. Most of the revenues is received in the first few months of the calendar year due to the annual invoicing that occurs in December for renewal.

State and Local Government Shared Revenues (5% and 0%) are received each quarter with the first quarter received in January 2018.

We have not started the construction season and that is reflective in the Cities revenues as well. The Intergovernmental Revenues includes SURA dollars that are reimbursed to the city for expenses related to SURA funded projects have not collected and revenues year to date.

ATTACHMENTS: Treasurer's Quarterly

LINK TO OPENGOV STORY:

<https://operate.opengov.com/stories/sandpointid/story/5a84cffe9548f00121a66d1>

City of Sandpoint
Treasurer's Quarterly Financial Report for Publication
12/31/2017
(Required by Idaho Code Section 50-1011)

<u>APPROPRIATED FUNDS</u>	<u>EXPENDITURES TO DATE</u>	<u>ANNUAL APPROPRIATION</u>	<u>% EXPENDED</u>
GENERAL FUND			
Personnel Services	1,420,017	6,339,226	
Maintenance & Operations	411,081	3,062,648	
Capital Outlay	28,624	8,429,614	
Total General Fund	1,859,722	17,831,488	10%
SPECIAL REVENUE FUNDS:			
Fiber Optic Network Fund			
Maintenance & Operations	6,000	79,300	
Capital Outlay	284	35,100	
Total Local Option Tax Fund	6,284	114,400	5%
Capital Projects Fund:			
Maintenance & Operations	-	449,023	
Capital Outlay	30,011	87,977	
Total Capital Projects Fund	30,011	537,000	6%
Recreation Fund:			
Personnel Services	39,689	251,262	
Maintenance & Operations	12,145	99,177	
Capital Outlay	-	62,200	
Total Recreation Fund	51,834	412,639	13%
Local Option Sales Tax Fund			
Personnel Services	8,003	34,687	
Maintenance & Operations	333	5,850	
Capital Outlay	26,291	3,860,460	
Total Local Option Tax Fund	34,627	3,900,997	1%
Parks Improvement Fund:			
Personnel Services	-	22,879	
Maintenance & Operations	3,608	189,517	
Capital Outlay	-	466,600	
Total Parks Improvement Fund	3,608	678,996	1%
ENTERPRISE FUNDS			
Garbage Collection Fund:			
Maintenance & Operations	79,936	447,824	
Total Garbage Collection Fund	79,936	447,824	18%
Water Fund:			
Personnel Services	188,042	929,011	
Maintenance & Operations	1,246,594	3,217,533	
Capital Outlay	306,054	2,190,000	
Total Water Fund	1,740,690	6,336,544	27%
Sewer Fund:			
Personnel Services	158,373	790,610	
Maintenance & Operations	1,071,913	3,042,222	
Capital Outlay	246,510	3,054,477	
Total Sewer Fund	1,476,796	6,887,309	21%
DEBT SERVICE FUND			
Bond Payment Fund			
Capital Outlay	146,624	1,751,777	
Total Bond Payment Fund	146,624	1,751,777	8%
AGENCY FUNDS			
Business Improvement Dist Fund			
Maintenance & Operations	140	160,000	
Total Business Improvement Dist Fund	140	160,000	0%
LID Guarantee			
Maintenance & Operations	-	45,000	
Total LID Guarantee Fund	-	45,000	0%
LID Funds:			
Maintenance & Operations	-	1,032,743	
Total LID Funds	-	1,032,743	0%
TOTALS	5,430,272	40,136,717	14%

*Citizens are invited to inspect the detailed supporting records of the above financial statements.
Sarah Lynds, Director of Finance/Treasurer

City of Sandpoint
Treasurer's Quarterly Financial Report
12/31/2017

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REVENUES	REVENUES TO DATE	BUDGETED REVENUES	% RECEIVED
GENERAL FUND			
General Property Taxes	11,993	3,860,209	0%
Selective Sales & Use Tax	31,140	375,000	8%
Franchise Taxes	(383)	150,000	0%
Penalties/Interest in Delq Taxes	1,926	27,000	7%
Business Licenses & Permits	58,029	69,770	83%
Non-Business Licenses & Permits	51,420	235,850	22%
Intergovernmental Revenues	(4,812)	4,117,250	0%
Grants	38,543	2,241,600	2%
State Government Shared Revenues	66,302	1,298,068	5%
Local Government Shared Revenues	1,440	774,300	0%
General Government	37,561	166,800	23%
Public Safety	21,518	347,264	6%
Fines	7,370	101,620	7%
Investment Earnings	65,135	25,235	258%
Rents & Royalties	70,560	252,400	28%
Contributions & Donations	-	10,000	0%
Other Financing Sources	30,463	2,104,971	1%
Interfund Transfers	417,288	1,669,151	25%
Proceeds of Capital Assets	-	5,000	0%
Total General Fund	905,493	17,831,488	5%
SPECIAL REVENUE FUNDS			
Total Fiber Optic Network Fund	2,037	114,400	2%
Total Capital Projects Fund	91,964	537,000	17%
Total Recreation Funds	31,239	412,639	8%
Total Local Option Sales Tax Fund	202,163	3,900,997	5%
Total Parks Improvement Fund	12,245	678,996	2%
ENTERPRISE FUNDS			
Total Garbage Fund	119,127	447,824	27%
Total Water Fund	843,612	6,336,544	13%
Total Sewer Fund	980,017	6,887,309	14%
DEBT SERVICE FUND			
Total Bond Payment Fund	1,753,092	1,751,777	100%
AGENCY FUNDS			
Total Business Improvement Dist Fund	-	160,000	0%
Total LID Guarantee Fund	-	45,000	0%
Total LID Funds	9,487	1,032,743	1%
TOTALS	4,950,476	40,136,717	12%